




MH-43  
Rev 9/04

State of Michigan  
Michigan Historical Center  
Records Management Services  
P.O. Box 30026  
Lansing, MI 48909

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

|   |  |  |                  |
|---|--|--|------------------|
| CHECK APPLICABLE: <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input type="checkbox"/><br>TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> OTHER   |  | APPROVALS<br>(SIGNATURES)  |                  |
| GOVERNMENT UNIT NAME:<br><b>County of Kent</b>  |  | AGENCY REPRESENTATIVE<br>                                      | DATE<br>10/16/07 |
| DEPARTMENT NAME:<br><b>Sheriff's Department</b>   |  | MICHIGAN HISTORICAL CENTER--RECORDS<br>MANAGEMENT SERVICES<br> | DATE<br>10/31/07 |
| <p>The records described herein are deemed necessary:<br/> (1) for the continued effective operation of this agency;<br/> (2) to constitute an adequate and proper recording of its activities; and<br/> (3) to protect the legal rights of the government entity and of the people of Michigan.</p> <p>This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.<br/> NOTE: This schedule must be signed by all approving entities before the agency disposes of any records.</p> |  | MICHIGAN HISTORICAL CENTER--STATE ARCHIVES<br>OF MICHIGAN<br>  | DATE<br>11/13/07 |
|   |  | STATE ADMINISTRATIVE BOARD   | DATE             |

| ITEM NUMBER                     | RECORD/RECORD SERIES TITLE AND DESCRIPTION                          | RETENTION PERIOD                                |
|---------------------------------|---|---|
| <b>Records Division</b>         | Citations   | 2 Years   |
|                                 | OWI Packets   | 7 Years   |
|                                 | Accident (crash) reports  | 3 Years or as long as electronically retainable |
|                                 | Background checks/clearance letters                                 | 1 Year  |
|                                 | Sex offender - change of address/quarterly verification             | Most recent                                     |
|                                 | Inmate photos   | 50 Years  |
|                                 | Training documents: certificates of completion (Scanned in Records) | While Employed                                  |
|                                 | Fingerprints  | 50 Years  |
|                                 | Arrest/booking records  | 25 Years  |
|                                 | Freedom of Information Act (FOIA)                                   | 1 Year  |
|                                 | Jail inmate files/greeters/property documents                       | 10 years  |
|                                 | (CPL)Concealed pistol license/Record checks                         | 1 Year  |
|                                 | Gun purchase permits  | 6 Years   |
|                                 | Expunged records  | 3 years   |
| <b>LEIN Clerk: Records Div.</b> | Warrants active   | Permanent                                       |
|                                 | Warrants cancelled  | 1 Year  |
|                                 | (PPO) Personal Protection Orders                                    | Duration of Event                               |
| <b>Traffic Safety Unit</b>      | Abandoned vehicle logs  | 2 Years   |
| <b>Road Patrol</b>              | Incident reports  | 7 Years or as long as electronically retainable |
|                                 | Officer logs  | 3 Years   |

|                                |  |   |   |
|--------------------------------|--|---|---|
|                                | Ride along waiver form                                 |   | 1 Year  |
|                                | Ticket / citation book receipts                        |   | 2 Years   |
|                                | (FTO) Field Training Officer documents                 |   | 2 Years   |
|                                | Roll call on-duty information                          |   | 5 Years   |
|                                | Subpoenas served                                       |   | 1 Year  |
|                                | Videotapes   | VHS<br>Digital                                      | 30 days<br>90 days  |
|                                | Citizen Complaints                                     |   | 2 Years   |
|                                | Temporary license plate books                          |   | 2 Years   |
| <b>Dispatch</b>                | Electronic logs (radio logs)                           |   | 2 Years or as long as electronically retainable           |
|                                | (PPO) personal protection orders                       |   | Duration  |
|                                | Restraining Orders                                     |   | Duration  |
|                                | 911 recordings   |   | 30-days   |
| <b>Detective Bureau</b>        | Homicide Investigations                                |   | Permanent   |
|                                | Felony Investigations                                  |   | 20 Years or as long as electronically retainable          |
|                                | Misdemeanor/Civil Investigations                       |   | 7 Years or as long as electronically retainable           |
|                                | Civil process papers                                   |   | 7 Years or as long as electronically retainable           |
|                                | Polygraph Exam Reports                                 | Homicides<br>All others                             | Permanent<br>5 Years                                      |
|                                | Pawnshop Information                                   |   | 3 years or as long as electronically retainable           |
|                                | Missing Person   | Never Found   | Permanent   |
| <b>Vice Unit</b>               | Liquor Inspections                                     |   | 3 Years   |
|                                | Liquor licenses  |   | While active  |
|                                | Drug forfeitures                                       |   | 7 years   |
| <b>Scientific Support Unit</b> | Photographs  | Non-criminal<br>Misdemeanors<br>Felony<br>Homicides | 3 Years<br>7 Years<br>20 Years<br>Permanent               |
| <b>Property Management</b>     | Evidence/property records                              |   | 75 Years  |
| <b>Emergency Management</b>    | State of Michigan, Emergency management work agreement |   | 3 Years   |
|                                | Training files   |   | 3 Years   |
|                                | Disaster / historical events depending upon importance |   | 3 Years to permanent                                      |
|                                | SARA Title II files                                    |   | Duration of chemical use                                  |
|                                | Disaster exercises                                     |   | 3 Years   |
| <b>Correctional Facility</b>   | Booking Center Log                                     |   | CR + 7 or as long as available (Jail Management Software) |
|                                | Check Logs   |   | CR + 4 or as long as available (Jail Management Software) |
|                                | Daily Count Summary                                    |   | CR + 1 or as long as available (Jail Management Software) |

|                                |   |   |
|--------------------------------|---|---|
|                                | Daily work schedules  | CR + 3  |
|                                | Facility Management Software Data   | CR + 7 or as long as available<br>(Jail Management Software)  |
|                                | Facility Management Software Video  | CR + 0/3 (Digital recording<br>device)                        |
|                                | Housing Report  | CR + 1 or as long as available<br>(Jail Management Software)  |
|                                | Incidents (electronic)  | CR + 10 or as long as available<br>(Jail Management Software) |
|                                | Incidents (paper)   | CR + 10   |
|                                | Inmate Bank Reconciliation Statements   | CR + 6 or as long as available<br>(Jail Management Software)  |
|                                | Inmate Claim for Reimbursement of Booking Fee                                       | 7 years   |
|                                | Inmate Hygiene Kit Lot  | Not Created   |
|                                | Inmate Jackets  | RVT + 10  |
|                                | Inmate Medical Records  | EVT + 5   |
|                                | Inmate Property Intake/Release Card/Form  | EVT + 10  |
|                                | Inmate Receipts   | CR + 1 or as long as available<br>(Jail Management Software)  |
|                                | Inmate Request Forms ("Kites")  | 0   |
|                                | Inmate Social Security Information  | Not Created   |
|                                | Inmate Trust Fund   | CR + 6 or as long as available<br>(Jail Management Software)  |
|                                | Jail Inspections  | CR + 1  |
|                                | Population Information System Reports   | Do not receive these reports                                  |
|                                | Midnight Count Report   | No Created  |
|                                | Ministry Volunteer Applications   | CR + 1  |
|                                | Overtime Sign-up sheet  | CR + 0  |
|                                | Pass on Books   | Not Created   |
|                                | Transmittal of Booking Fees   | CR + 6  |
|                                | Visitor Log   | CR + 2 or as long as available<br>(Jail Management Software)  |
|                                | Promotional Results   | Active  |
|                                | Midnight Count and In/Out Sheet   | CR + 10   |
|                                | Agency Billings for Housing and Processing  | CR + 10   |
|                                | Bank Statements for Jail Accounts   | CR + 10   |
| <b>Transfer Court<br/>Unit</b> | Extraditions  | 10 Years  |
| <b>Training Unit</b>           | Training files  | 7 Years   |
|                                | Training Schedule(In-house or external training date/course title/hours)            | 5 Years   |
| <b>Administrative</b>          | Annual Reports  | Permanent   |
|                                | Outside employment information  | Active  |
|                                | Personnel information records, Badge #, phone #, address, MCOLES #, hire date, etc. | Active  |
|                                | Promotional results   | While test are active   |
|                                | Internal Affairs investigations Sustained   | Employment + 1 year   |
|                                | Internal Affairs investigations All but sustained                                   | 2 Years   |
|                                | Pre-employment background investigations  | 4 Years   |

MEETING DATE: October 23, 2007

AGENDA ITEM #: 7.



**LEGISLATIVE  
AND HUMAN  
RESOURCES  
COMMITTEE  
ACTION  
REQUEST**

DEPARTMENT: Sheriff

PREPARED BY: Jennifer DeHaan, Management Analyst

SUBJECT: Records Retention Schedules

**ACTION REQUESTED:**

Approve the proposed Records Retention Schedules for the Sheriff's Department and General Schedule #1 for non-record materials.

**PROPOSED TO GO TO THE BOARD ON N/A**

**SUMMARY OF REQUEST:**

- The County is required by various laws, rules, and regulations to retain records for a period of time (retention period).
- Pursuant to the Policy and Procedures for Records Management, departments are required to review the retention schedules every two years. If changes are necessary the Retention Schedules must be approved by the Legislative Committee prior to being submitted to the State Archives for a final review.
- If and when the retention schedule is approved by the State Archives departments may begin the process of destroying records they are no longer required to retain.
- Implementation of the revised retention schedules will optimize the storage space available to the County by ensuring that no records are kept longer than required.

*Approved  
10/23/07*

**THIS ACTION RELATES TO AN ACTIVITY WHICH IS:**

☒ MANDATED ☐ NON MANDATED ☐ NEW ACTIVITY

**COST/FUNDING RECOMMENDATION:** None/No funding is required.

**ADMINISTRATION RECOMMENDATION:**

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE:

COUNTY ADMINISTRATOR:

*Carol J. DeHaan*

DATE: October 16, 2007

VII. SHERIFF – RECORDS RETENTION SCHEDULES

Mr. Delabbio stated approval is requested to approve the proposed Records Retention Schedules for the Sheriff's Department and General Schedule #1 for non-record materials. A summary of the request follows:

- The County is required by various laws, rules, and regulations to retain records for a period of time (retention period).
- Pursuant to the Policy and Procedures for Records Management, departments are required to review the retention schedules every two years. If changes are necessary the Retention Schedules must be approved by the Legislative Committee prior to being submitted to the State Archives for a final review.
- If and when the retention schedule is approved by the State Archives, departments may begin the process of destroying records they are no longer required to retain.
- Implementation of the revised retention schedules will optimize the storage space available to the County by ensuring that no records are kept longer than required.

Cost / Funding Recommendation: No cost or funding is required.

Ms. Klein moved to recommend to the Board of Commissioners to approve the proposed Records Retention Schedules for the Sheriff's Department and General Schedule #1 for non-record materials.

Supported by Mr. Morren.

Ms. Klein asked what is being changed.

Capt. LaJoye-Young explained there are a large number of technical changes in the document but there are no significant changes to the substance of what is being kept and what is being destroyed.

Mr. Morren asked who establishes these guidelines.

Capt. LaJoye-Young replied that although there is no required standard, and are based on similar schedules, recommendations from the State and the needs of the Sheriff Department.

Mr. Mayhue asked if the records referenced in the retention schedule refer to hard copies, microfilm, or computer records.

Capt. LaJoye-Young said it can be any of these records. Most of the time, these retention schedules are referring to computer records or hard copy records that are created during the normal course

of business. She added that documents that are put on microfilm are more than likely a permanent retention document and are not typically destroyed and most of these are identified on the schedule.

Motion carried.

VIII. MISCELLANEOUS

Condolences

Mr. Mayhue expressed condolences to the family of former Kent County Sheriff Captian Eugene Davis who passed away this past week.

IX. ADJOURNMENT



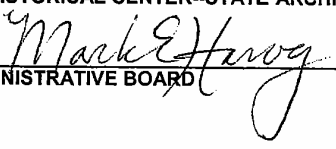
There being no further business for discussion, Chair Agee adjourned the meeting at 9:13 a.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION \_\_\_\_\_

prv

State of Michigan  
Michigan Historical Center  
Records Management Services  
P.O. Box 30026  
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RECORDS RETENTION AND DISPOSAL SCHEDULE

|  |  |   |                  |
|--|--|---|------------------|
| CHECK APPLICABLE: <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE<br><input type="checkbox"/> TOWNSHIP <input type="checkbox"/> COURT <input type="checkbox"/> SCHOOL DISTRICT <input type="checkbox"/> OTHER  |  | APPROVALS<br>(SIGNATURES)   |                  |
| GOVERNMENT UNIT NAME:<br>Tuscola County Health Department - Caro, MI   |  | AGENCY REPRESENTATIVE<br>                                     | DATE<br>8/17/07  |
| DEPARTMENT NAME:<br>Tuscola County Health Department - Caro, MI  |  | MICHIGAN HISTORICAL CENTER-RECORDS<br>MANAGEMENT SERVICES<br> | DATE<br>8/15/07  |
| The records described herein are deemed necessary:<br>(1) for the continued effective operation of this agency;<br>(2) to constitute an adequate and proper recording of its activities; and<br>(3) to protect the legal rights of the government entity and of the people of Michigan.<br>This Retention and Disposal Schedule meets the administrative, legal and fiscal requirements of this agency.<br>NOTE: This schedule must be signed by all approving entities before the agency disposes of any records. |  | MICHIGAN HISTORICAL CENTER-STATE ARCHIVES OF<br>MICHIGAN<br>  | DATE<br>10/29/07 |
|  |  | STATE ADMINISTRATIVE BOARD  | DATE             |

| ITEM<br>NUMBER | RECORD/RECORD SERIES TITLE AND DESCRIPTION  | RETENTION<br>PERIOD |
|----------------|---|---------------------|
|                | Please refer to the attached "Records Retention and Disposal Schedule" approved by the Tuscola County Board of Health on August 17, 2007. |                     |

# CERTIFIED RETENTION AND DISPOSAL SCHEDULE – TCHD 2007 Version

| ITEM NO.                               | RECORD SERIES TITLE AND DESCRIPTION<br>LIST EACH RECORD SERIES, BY TITLE, AS A SEPARATE ITEM<br>DESCRIBE RECORD(S) SERIES FUNCTION AND CONTENT<br>CITE THE STATUTORY BASIS FOR THE RECORD(S) SERIES                                     | MOVE FROM<br>ACTIVE<br>TO INACTIVE  | RETENTION PERIOD<br>(MONTH OR YEARS)   | FOR USE BY<br>APPROVING<br>AGENCY |
|--|---|---|--|-----------------------------------|
| 1.1<br>1.2<br>1.3<br>1.4<br>1.5<br>1.6 | <u>ACCOUNTS RECEIVABLE</u><br>Client Billings<br>Year End Aged Accounts Receivable<br>Remittance Advices<br>Cash Receipt Books<br>Check Stubs<br>Funds Transfer   | On October 1, all of previous fiscal year.                                      | 7 years  |                                   |
| 2.1<br>2.2<br>2.3<br>2.4<br>2.5<br>2.6 | <u>ACCOUNTS PAYABLE</u><br>Billing Invoices<br>Purchase Requisitions/Orders<br>Travel Vouchers<br>Client Vouchers<br>Purged Invoice Reports<br>Check Registers  | On October 1, all of previous fiscal year.                                      | 7 years after the end of the fiscal year in which it was created   |                                   |
| 3.1<br>3.2<br>3.3                      | <u>LEDGERS/JOURNALS</u><br>General Ledger<br>Payroll Journal<br>Current Period Earning Register   | On October 1, all of previous fiscal year.                                      | Permanent  |                                   |
| 3.4<br>3.5<br>3.6<br>3.7<br>3.8        | Accounts payable journal<br>Accounts receivable journal<br>Cash journal<br>General journal<br>Journal Entries   | On October 1, all of previous fiscal year.                                      | 10 years after the end of the fiscal year in which it was created  |                                   |
| 4.1<br>4.2<br>4.3<br>4.4               | <u>PAYROLL</u><br>Earnings Record - Annual Summary (Final YTD Earning Register)<br>Payroll Summary Sheet & Signatures (Time Sheets)<br>W-2 Forms<br>Service Activity Logs, Daily Time Sheets, Daily Activity/Service Report Form, E-SAL | On January 1, all of previous fiscal year.                                      | Permanent  |                                   |
| 5.1<br>5.2<br>5.3<br>5.4               | <u>SCHEDULES</u><br>Depreciation<br>Inventory<br>Fee<br>Appointment schedules   | On January 1, all of previous fiscal year.                                      | 7 years  |                                   |
| 6.1<br>7.1                             | <u>POLICIES</u><br>Insurance<br><u>PURCHASING</u><br>Bids   | On January 1, all of previous fiscal yr.  | 3 years after expiration.  |                                   |
| 8.1<br>8.2                             | <u>BANK</u><br>Canceled Checks (Including Check Copies)<br>Statements   | On January 1, all of previous year.<br>On October 1, all of previous fiscal yr. | 3 yrs. after end of fiscal year in which it was received.<br>7 years after end of fiscal year in which it was written. |                                   |



# CERTIFIED RETENTION AND DISPOSAL SCHEDULE – TCHD 2007 Version

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|---|---|--|--|-----------------------------------|
| 8.3<br>8.4                                | Deposit Slips<br>Reconciliation Slips   | On October 1, all of previous fiscal year. | 3 years after end of fiscal year in which it was written.  |                                   |
| 8.5                                       | Signature Cards   | Not applicable                             | When Inactive  |                                   |
| 9.1                                       | <u>BUDGETS</u><br>Approved FY Budget Summary  | On October 1, all of previous fiscal year. | Permanent  |                                   |
| 9.2<br>9.3                                | Budget Detail Reports<br>Budget Documentation   | On October 1, all of previous fiscal year. | 5 years  |                                   |
| 10.1<br>10.2<br>10.3                      | <u>CONTRACTS/AGREEMENTS</u><br>State<br>Agency<br>Letters of Agreement  | On October 1, all of previous fiscal year. | 6 years after expiration                                   |                                   |
| 10.4                                      | Vendor  | On October 1, all of previous fiscal year. | 6 years after expiration                                   |                                   |
| 10.5                                      | Union   | On October 1, all previous fiscal year     | Permanent  |                                   |
| 11.1<br>11.2                              | <u>REPORTS</u><br>Annual Financial<br>Financial Reconciliation Form   | On October 1, all of previous fiscal year. | 7 years  |                                   |
| 11.3                                      | Audit   | On October 1, all of previous fiscal year. | Permanent  |                                   |
| 11.4                                      | Incident  | On October 1, all of previous fiscal year. | 12 years, or until age 25 whichever is longer.             |                                   |
| 11.5                                      | Blood Borne Pathogen Exposure Report  | On October 1, all of previous fiscal year. | For the term of the individual's employment plus 30 years. |                                   |
| 11.6                                      | Financial Reports   | On October 1, all of previous fiscal year. | Until all audits are completed                             |                                   |
| 11.7<br>11.8<br>11.9                      | Public Health Sterilization Report<br>Emergency Drill & Safety Equipment Report<br>Cost Report  | On October 1, all of previous fiscal year  | 6 years  |                                   |
| 11.10<br>11.11<br>11.12<br>11.13<br>11.14 | Annual Plans<br>Interim/Year End Reports<br>Organization Plan<br>Continuous Quality Improvement Plan<br>Deferred Compensation Reports   | Not Applicable                             | When no longer useful                                      |                                   |
| 11.15                                     | Annual Reports  | On Oct. 1, previous fiscal yr.             | Permanent  |                                   |
| 11.16                                     | MDCIS Disciplinary Action Report (License Status Reports)   | Not Applicable                             | 1 year   |                                   |
| 12.1                                      | <u>PERSONNEL RECORDS</u><br>Applications (Applicants)   | Not Applicable                             | 6 months   |                                   |
| 12.2<br>12.3<br>12.4                      | Applications (Employees)<br>Contracts<br>Correspondence   | Not Applicable                             | 7 years after Termination                                  |                                   |

# CERTIFIED RETENTION AND DISPOSAL SCHEDULE – TCHD 2007 Version

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|----------|---|--|--|-----------------------------------|
| 12.5     | Disability Claims   |  |  |                                   |
| 12.6     | Employee Files  |  |  |                                   |
| 12.7     | Unemployment Claims   |  |  |                                   |
| 12.8     | Exit Conference   |  |  |                                   |
| 12.9     | Job Accommodation Form (JARF)   |  |  |                                   |
| 12.10    | Reference Check Form (RCF)  |  |  |                                   |
| 12.11    | Orientation Checklist   |  |  |                                   |
| 12.12    | Request for New Position (RFNP)   |  |  |                                   |
| 12.13    | Request for Reclassification (RFRF)   |  |  |                                   |
| 12.14    | Health Insurance Incentive Program (HIIP1)  |  |  |                                   |
| 12.15    | Grievance Form (GRV1)   |  |  |                                   |
| 12.16    | Certification of Health Care Provider   |  |  |                                   |
| 12.17    | Confidentiality Statement   |  |  |                                   |
| 12.18    | Request for Supplemental Employment (RSEA1)   |  |  |                                   |
| 12.19    | Confidential Employment Harassment Compliant Form (EHCF)  |  |  |                                   |
| 12.20    | Driver's License Check Form (DLCF)  |  |  |                                   |
| 12.21    | Employee Immunity Status Questionnaire  |  |  |                                   |
| 12.22    | Employee Consent/Declination Immunity Testing/Vaccine   |  |  |                                   |
| 12.23    | Performance Evaluation  |  |  |                                   |
| 12.24    | Disciplinary Actions  |  |  |                                   |
| 12.25    | Garnishments  |  |  |                                   |
| 12.26    | FMLA materials (including but not limited to response to FMLA, FMLA letters to providers requesting confirmation, FMLA misc. correspondence)  |  |  |                                   |
| 12.27    | Continuing Education Log  | Not Applicable                             | 8 years  |                                   |
| 12.28    | Continuing Medical/Nursing Education (CME/ CEU)   |  |  |                                   |
| 12.29    | Request for Leave and Approval of Overtime Form   | On January 1, all of previous fiscal year. | 3 years after end of fiscal year in which the leaves were taken. |                                   |
| 12.30    | Pension Request   | On January 1, all of previous fiscal year. | Permanent  |                                   |
| 12.31    | Worker's Compensation Report  | Not Applicable                             | 10 years after end of fiscal year created                        |                                   |
| 12.32    | Worker's Compensation Carrier Detail Loss Report  | Not Applicable                             | 1 year from date of receipt of report.                           |                                   |
| 12.33    | Physical Health Exam  | Not Applicable                             | Termination  |                                   |
| 12.34    | Professional Licenses/Registrations   | Not Applicable                             | Expiration - Termination   |                                   |
| 12.35    | Professional Liability Insurance  |  |  |                                   |
| 12.36    | Personal Auto Insurance   |  |  |                                   |
| 12.37    | MERS Enrollment Form & Beneficiary Designations R193E   | Not Applicable                             | Destroy 1 year after funds are withdrawn from account.           |                                   |
| 12.38    | Subsequent Beneficiary Designation (Statement)  |  |  |                                   |
| 12.39    | Deferred Compensation Enrollment form & Beneficiary designation   |  |  |                                   |
| 12.40    | Job Descriptions  | When Revised                               | 7 Years after inactivation                                       |                                   |
| 12.41    | Team One Credit Union Payroll Deposits  | Not Applicable                             | 1 month after the end of end fiscal year in which created        |                                   |
| 12.42    | MERS Detail Wage and Contribution Report  | On October 1, all of previous fiscal year  | Permanent  |                                   |

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|---|---|--|---|-----------------------------------|
| 13.1<br>13.2  | <u>AGENCY MANUALS</u><br>LHD Program Manuals<br>Personnel Policies  | When replaced                              | Permanent An electronic version of the Program/Procedure/Standing Order manuals with an image of the signature page and attachments may be kept instead of maintaining a hard copy. |                                   |
| 14.1  | <u>CORRESPONDENCE</u><br>Accounting   | On October 1, all of previous fiscal year. | 5 years after end of fiscal year in which it was written  |                                   |
| 14.2  | Credit and Collection   | On October 1, all of previous fiscal year. | 7 years after end of fiscal year in which it was written  |                                   |
| 14.3  | General   | On October 1, all of previous fiscal year  | 3 years after end of fiscal year in which it was written  |                                   |
| 14.4  | Job Application Acknowledgement Correspondence  | Not Applicable                             | 6 months  |                                   |
| 15.1<br>15.2<br>15.3<br>15.4<br>15.5                        | <u>LOGS</u><br>Medicaid Medication Inventory and Dispensing Log<br>Misc.<br>Inventory (All Types)<br>Vehicle Logs<br>Breast Feeding Log   | When Completed                             | After 1 year when no longer useful.   |                                   |
| 15.6<br>15.7<br>15.8<br>15.9                                | Laboratory Log<br>Hearing & Vision Logs<br>Quality Control<br>Abnormal Pap Log  | When completed                             | 3 years   |                                   |
| 15.10   | Referral Log  | When completed                             | 3 years   |                                   |
| 15.11   | Applicant Logs (General and Position Specific)  | Not Applicable                             | 6 months  |                                   |
| 15.12<br>15.13<br>15.15<br>15.16<br>15.17<br>15.18<br>15.19 | Medication/Biologic Distribution Form<br>Medicaid Inventory & Dispensing Log<br>Emergency Medications and Equipment Checklist<br>Communicable Disease Reporting Log<br>Blood Lead Follow-up log<br>OSHA 200 Log<br>Preventive Maintenance Log | When completed                             | 5 years, following the end of the year to which they relate   |                                   |
| 15.21   | Visitor Sign In Log   | Not Applicable                             | End of each month or when no longer needed, whichever is longer.  |                                   |
| 15.22   | Outreach Log  | Not Applicable                             | When audit completed.   |                                   |
| 15.23   | Release of Information Tracking Log   | Not Applicable                             | 6 yrs. after the end of the fiscal year which the document was created or was last in effect, whichever is later  |                                   |
| 16.1  | <u>MINUTES</u><br>Board of Health Minutes (Agenda, Minutes, Board Packets, including Division reports, financial reports, statistics)   | On January 1, all previous fiscal yr.      | Permanent   |                                   |
| 16.2  | General Meeting Minutes (meetings conducted by local health department) including but not limited to advisory group minutes, general agency minutes, program or staff meeting minutes, internal committee meetings.                           | Not Applicable                             | 3 years   |                                   |

# CERTIFIED RETENTION AND DISPOSAL SCHEDULE – TCHD 2007 Version

| ITEM NO.  | RECORD SERIES TITLE AND DESCRIPTION<br>LIST EACH RECORD SERIES, BY TITLE, AS A SEPARATE ITEM<br>DESCRIBE RECORD(S) SERIES FUNCTION AND CONTENT<br>CITE THE STATUTORY BASIS FOR THE RECORD(S) SERIES  | MOVE FROM<br>ACTIVE<br>TO INACTIVE                                | RETENTION PERIOD<br>(MONTH OR YEARS)   | FOR USE BY<br>APPROVING<br>AGENCY |
|---|--|---|--|-----------------------------------|
| 16.3  | Closed Meeting Minutes   | Not Applicable  | 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session occurred.                  |                                   |
| 17.1<br>17.2<br>17.3  | <u>REQUESTS/CONSENTS</u><br>Photograph Consent<br>Record of Retrieval Form<br>Interagency Referral Form  | On January 1, all previous fiscal year.                           | 3 years  |                                   |
| 17.4  | Release of Information (Misc.)   | Not Applicable  | 6 years after the end of the fiscal year in which the document was created or was last in effect, whichever is later         |                                   |
| 17.5<br>17.6  | Billing Authorization & Record Release for Insurance & Audit Purposes<br>Health Threat to Others Referral Form   | On January 1, all previous fiscal year.                           | 7 years after the end of fiscal year in which it was completed.  |                                   |
| 17.7  | Freedom of Information Act (FOIA) Requests   | On January 1, all previous fiscal year.                           | 1 year after fiscal year it was created  |                                   |
| 17.8<br>17.9  | Record Destruction Request Form<br>Certificate of Records Disposal   | On January 1, all previous fiscal year.                           | 12 years after fiscal year in which it was created.  |                                   |
| 18.1<br>18.2<br>18.3  | <u>SURVEYS/Presentation Evaluations/Presentation Outlines</u><br>Individual Surveys<br>Presentation Evaluations<br>Agency/Program Survey   | Not Applicable  | Destroy when no longer useful and has been transferred to survey presentation evaluation form.                               |                                   |
| 18.4<br>18.5<br>18.6  | Summary of Surveys<br>Summary of presentation Evaluations<br>Presentation Outlines   | On January 1, all of previous fiscal year.                        | After 3 years or when no longer used.  |                                   |
| 19.1  | <u>COMPUTER PRINTOUTS</u><br>Hard copy of information maintained on computer media   | Not Applicable  | When no longer useful.   |                                   |
| 20.1<br>20.2<br>20.3<br>20.4<br>20.5<br>20.6<br>20.7<br>20.8<br>20.9<br>20.10<br>20.11<br>20.12 | <u>QUALITY ASSURANCE</u><br>Chart Audit Form (Specific to program)<br>Card/Chart Review Forms (Specific to program)<br>Client Concern Forms - Initial Report, Acknowledgment, Final letter<br>Equipment Maintenance Records<br>Corrective Action Plan (CAP)<br>CQI Follow Up List (CQIFU)<br>Program/Division CQI Report (PDCQIR)<br>CQI Outstanding Issues (CQIOI)<br>CQI Committee Investigation Report (CQICIR)<br>Program/Division Objective and Evaluation (TOE)<br>Annual Immunization Peer Review Form<br>Physician Chart Review<br>Proficiency Testing records | On January 1, all of previous fiscal year.                        | 3 years after end of fiscal year when no longer useful.  |                                   |
| 21.1<br>21.2<br>21.3<br>21.4<br>21.5  | <u>IMMUNIZATIONS</u><br>Signature Record Card: (C-19/ IP-59 retired) or DCH 0606<br>Medical Contraindications Form<br>IP-19 - MMR ( <i>Last used for signatures 1/95</i> )<br>IP-20 - DTP " " "<br>IP-23 - OPV/IPV " " "   | 1 year after end of year in which last immunization was received. | 10 years from the end of the year in which the vaccine is given or 7 years past the age of majority if the client is a minor |                                   |

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|----------|---|---|--|-----------------------------------|
| 21.6     | IP-24 - HIB " " "   |   |  |                                   |
| 21.7     | IP-38 - Dtap " " "  |   |  |                                   |
| 21.8     | IP-49 - IP-49-Td " " "  |   |  |                                   |
| 21.9     | IP-Flu Vaccine " " "  |   |  |                                   |
| 21.10    | IP-Pneumococcal Vaccine "   |   |  |                                   |
| 21.11    | IP-79 Hepatitis B " " "   |   |  |                                   |
| 21.12    | Rubella Consent Form ( <i>Last used for signatures 12/94</i> )  |   |  |                                   |
| 21.13    | Immunization Waiver Form  |   |  |                                   |
| 21.14    | Pertussis Waiver Form   |   |  |                                   |
| 21.15    | Influenza Vaccine Roster  |   |  |                                   |
| 21.16    | Flu Vaccine Clinic/Informed Consent Roster (Medicare)   |   |  |                                   |
| 21.17    | Flu Vaccine Clinic/Informed Consent Roster (Non-Medicare)   |   |  |                                   |
| 21.18    | Pneumococcal Vaccine Roster   |   |  |                                   |
| 21.19    | Pneumococcal Vaccine Clinic/Informed Consent Roster (Medicare)  |   |  |                                   |
| 21.20    | Pneumococcal Vaccine Clinic Informed Consent Roster (Non- Medicare)   |   |  |                                   |
| 21.21    | IP-95 Parental Consent Vaccine Administration Record  |   |  |                                   |
| 21.22    | Immunization Screening Questionnaire  | Not Applicable  | Until end of clinic day or when no longer useful.  |                                   |
| 21.23    | Screening Questions - Flu Clinic  |   |  |                                   |
| 21.24    | SF/SC Monthly and Quarterly Reports [Last used 9/06]  | On Jan. 1, all of previous fiscal year.                         | 3 years after end of fiscal year when issued.  |                                   |
| 21.25    | Immunization Action Plan Report   |   |  |                                   |
| 21.26    | VFC Program Vaccine Order Form  |   |  |                                   |
| 21.27    | Immunizations Program Statistics  |   |  |                                   |
| 21.28    | Monthly Vaccine Inventory Report  |   |  |                                   |
| 21.29    | VFC & MIVFC Program Site Visit Questionnaire  |   |  |                                   |
| 21.30    | Dickson Thermometer Chart   |   |  |                                   |
| 21.31    | Vaccine Storage Temperature Log   |   |  |                                   |
| 21.32    | Vaccine Storage & Handling Accident Cost Report   |   |  |                                   |
| 21.33    | Biologics Refrig. Occurrence Assessment & Follow-up form  |   |  |                                   |
| 21.34    | Immunization Vaccine Sign Out Sheet   |   |  |                                   |
| 21.35    | Provider Enrollment/Certification Forms   | On Jan. 1, all of previous fiscal year.                         | 3 years after end of fiscal year when issued.  |                                   |
| 21.36    | Provider Vaccine Profile Form   |   |  |                                   |
| 21.37    | School Entrants Imm. Report: IP-100/DCH0662   |   |  |                                   |
| 21.38    | Child Care Imm. Form: IP101/DCH0663   |   |  |                                   |
| 21.39    | IP-100/IP-101 Summary Form: IP-102/DCH0695  |   |  |                                   |
| 21.40    | VFC Vaccine Doses Administered Reporting Form   | On Jan. 1, all of previous fiscal year.                         | 1 year after end of fiscal year when issued.   |                                   |
| 22.1     | <u>ADVERSE REACTION FORM</u>  |   |  |                                   |
| 22.2     | CDC Form: 71.19 ( <i>Last used in 1987</i> )  | 1 year after end of year in which care was provided/ completed. | Maintain permanently if involved in litigation; otherwise, 7 years from date form completed, or 7 years past the age of majority if client is a minor. |                                   |
| 22.3     | VAERS-1 Form  |   |  |                                   |
| 22.4     | Report of Illness Associated with Influenza Vaccine Form: CDC 4.515   |   |  |                                   |
| 22.4     | Client Chart (including, but not limited to narrative, physician orders)  |   |  |                                   |
| 23.1     | <u>PUBLIC HEALTH NURSING/SIDS/BEREAVEMENT VISITS:</u><br>Family/Client Folders (including, but not limited to Family/Client Data Sheet, Narrative, Correspondence, Physician Orders, lab results)   | Upon discharge from service.                                    | 12 years after discharge from service.   |                                   |

# CERTIFIED RETENTION AND DISPOSAL SCHEDULE – TCHD 2007 Version

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|---|---|--|--|-----------------------------------|
| 23.2  | Duplicative copy of Prescriptions issued (including but not limited to Head Lice, Scabies) Note: If applicable client folder available, place prescription copy there and retain for duration of client folder.   | Upon discharge from service                | 7 years after last service was provided.   |                                   |
| 24.1<br>24.2<br>24.3<br>24.4<br>24.5<br>24.6<br>24.7<br>24.8<br>24.9  | <u>FOODBORNE ILLNESS</u><br>Food Related Alert/Complaint Record - Form A<br>Case History: Clinical Data - Form B<br>Summary of Case Histories - Form C<br>Clinical Specimen Collection Report - Form D<br>Food/Environmental Sample Collection Report - Form E<br>Food Preparation Review - Form F<br>Food Specific Attack Rate Table - Form G<br>Foodborne Illness Summary Report - Form H<br>Investigation of a Foodborne Outbreak - CDC52.13   | On January 1, all of previous fiscal year. | 5 years after end of year in which follow-up was completed.  |                                   |
| 25.1  | <u>DISEASE INVESTIGATION, SURVEILLANCE</u><br><u>Communicable Disease Reporting Log Chart Review</u>  | On January 1, all of previous fiscal year. | 3 years after the end of the year in which it was completed  |                                   |
| 25.2<br>25.3<br>25.4<br>25.5<br>25.6<br>25.7<br>25.8<br>25.9<br>25.10<br>25.11<br>25.12<br>25.13<br>25.14<br>25.15<br>25.16<br>25.17<br>25.18<br>25.19<br>25.20<br>25.21<br>25.22<br>25.23<br>25.24<br>25.25<br>25.26<br>25.27<br>25.28 | <u>CD Client Folder</u> (including, but not limited to Family/Client Data Sheet, Narrative, Correspondence, Physician Orders, lab results)<br>All hardcopies of the Michigan Disease Surveillance System (MDSS) electronic report forms submitted to MDCH electronically.<br>Waterborne Disease Outbreak Report CDC 52.12)<br>Enteric Illness Form: C-30 [Last used 6/04]<br>Bacterial Meningitis Form: C-42 or CDC52.15 [Last used 6/04]<br>Viral Hepatitis Form: CDC 53.1[Last used 6/04]<br>Viral CNS Infection Form: C-14B[Last used 6/04]<br>Mumps Investigation Form: MDCH IP-76[Last used 6/04]<br>Legionellosis Form: CDC 52.56[Last used 6/04]<br>Lyme Disease Form: CDC 52.60[Last used 6/04]<br>Kawasaki Syndrome Form: CDC 55.54[Last used 6/04]<br>Malaria Form: CDC 54.1[Last used 6/04]<br>Typhoid Fever Form: CDC 52.5[Last used 6/04]<br>Gastrointestinal Illness Case Investigation DCH0622[Last used 6/04]<br>Hepatitis B-Perinatal Case Report-Susceptible Contact IP-84C[Last used 6/04]<br>Measles Surveillance Worksheet[Last used 6/04]<br>Line Listing of Suspected Measles Case[Last used 6/04]<br>Mumps Surveillance Worksheet[Last used 6/04]<br>Pertussis Surveillance Worksheet[Last used 6/04]<br>Rubella Surveillance Worksheet[Last used 6/04]<br>Congenital Rubella Syndrome Case Report CDC71.17[Last used 6/04]<br>CDC Diphtheria Worksheet[Last used 6/04]<br>Information for Close Contacts - Diphtheria[Last used 6/04]<br>Varicella Death Investigation Worksheet[Last used 6/04]<br>Tetanus Surveillance Worksheet[Last used 6/04]<br>Suspected Polio Case Worksheet[Last used 6/04]<br>National Bacterial Meningitis & Bacteria Case Report CDC52.15N[Last used 6/04] | On January 1, all of previous fiscal year. | 5 years after end of year in which follow-up was completed. In the case of Tuberculosis, Gonorrhea, or Syphilis, records are to be retained according to those sections of the policy which pertain to those diseases. |                                   |

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|--|---|---|--|-----------------------------------|
| 25.29<br>25.30   | Tick Identification<br>Rabies Investigation Packet, including but not limited to, Bite Report, Investigation, consent forms, Biologic Issuance Forms, Appointment Schedule, etc.  |   |  |                                   |
| 25.31<br>25.32   | Outbreak Summaries<br>Isolation and Quarantine Warning Notices  | On January 1, all of previous fiscal year.                          | 10 years after end of year in which follow-up was completed. In the case of Tuberculosis, Gonorrhea, or Syphilis, records are to be retained according to those sections of the policy which pertain to those diseases |                                   |
| 25.33  | Michigan School Building Weekly Report of Communicable Disease to Local Health Department: C-10   | Once it has been input into computer                                | At end of school year after reporting MDCH.  |                                   |
| 25.34<br>25.35<br>25.36<br>25.37<br>25.38<br>25.39<br>25.40<br>25.41 | Report of Case of TB: K-600 (pre-1994) then 72.9A<br>Report of Change in Status of a Case of TB: K-604 (Retired 1/98)<br>TB Supplement Form – Report of Verified Case of Tuberculosis – Follow-up Report 72.9C<br>Case Register Report 72.15<br>CDC Confirmed Tuberculosis Case, Supplemental Surveillance Information and Related Case Information<br>Aggregate report for Tuberculosis Program Evaluation:<br>Follow-up and treatment contacts<br>Interstate Reciprocal Notification of Disease HSM 4.337 CDC<br>Application for Care of State at Large Tuberculosis Patient at the Expense of the State of Michigan DCH-1072 | Upon discharge from service file 72.9A & 72.9C in TB client folder. | 12 years after the end of the year in which the last service was provided.   |                                   |
| 25.42<br>25.43   | DOP(DOPT) Patient Registration Update Form<br>TB client folder (including, but not limited to, health history, etc., for active and preventative therapy cases)   | Upon discharge from service   | 30 years from beginning of service.  |                                   |
| 25.44  | Tuberculosis Program Management Reports: 72.14, 72.16, 72.20 and 72.21  | Not Applicable  | 3 years after completion   |                                   |
| 25.45  | Adult Tuberculin Test Record: K-704   | On January 1, all of previous fiscal year.                          | 3 years unless positive, then transfer to TB folder.   |                                   |
| 25.46<br>25.47<br>25.48<br>25.49<br>25.50<br>25.51<br>25.52<br>25.53 | Gonorrhea Epidemiologic Control Record: V-5<br>Sexually Transmitted Disease Laboratory Report: V-76/V-76A<br>Field Record: CDC 73.2936S (retired 4/2000) DCH-0821<br>STD Client Folder (including, but not limited to, Health History, nurses notes, etc.)<br>HIV Client Folder (including, but not limited to, Health History, nurses notes, virus test form HP 143).<br>Adult HIV/AIDS Case Report Form CDC 50.42A<br>Pediatric HIV/AIDS Case Report Form CDC 50.42B<br>HIV Counseling & Testing Report Forms CDC 2430-S (#OMB No. 0920-0208) or 1998-33-196  | 2 full years after completion of follow-up.                         | 5 years after last service. Must be kept in locked file at all times. Records indicating syphilis diagnosis should be kept indefinitely.   |                                   |
| 25.54<br>25.55<br>25.56  | Partner Notification Form: HP-123<br>Request for Local Health Dept. Assistance for Partner Notification (HP-139)<br>Confidential Request for PCRS Assistance  | Upon completion of follow-up.                                       | 90 days after completion of follow-up. Destroy in accordance with Health Department policy and PA 488 of 1988.   |                                   |

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|---|---|---|---|-----------------------------------|
| 25.57   | HIV Test Information Booklet Consent Form   | Upon completion of follow-up.                           | For Negative results: 3 years after testing<br>For Positive results: At least 5 years after the date of the last positive test. |                                   |
| 25.58   | Client Authorization for Counselor Assisted Referral (CARF)   | Upon completion of followup and entering data in to HES | 3 years   |                                   |
| 25.59   | HIV Event System (HES) CTR and PCRS forms   | Upon completion of follow-up.                           | No longer than 1 year   |                                   |
| 25.60<br>25.61<br>25.62<br>25.63<br>25.64<br>25.65<br>25.66<br>25.67<br>25.68 | Hepatitis B Blood Draw Consent<br>Hepatitis B Vaccination Declination<br>Hepatitis B Blood Draw Refusal<br>Hepatitis B Antigen Blood Draw Consent/Refusal Form<br>Health Care Professionals Written Opinion<br>Consent Form for HIV Test<br>Officer/Employee Request Form for HIVHBV/Hep. C for testing of Felon/Arrestee (AP-116)<br>Petition for Testing of Infectious Disease (CC-72)<br>Bloodborne Pathogen Information Sheet | Upon completion of follow-up                            | Permanent   |                                   |
| 26.1  | <u>EARLY PERIODIC SCREENING, DIAGNOSIS, AND TREATMENT/WELL CHILD</u><br>Client folders (including, but not limited to health history, growth chart, screening summary form, referrals)  | Upon discharge from service.                            | 7 years after last service.   |                                   |
| 27.1  | <u>MATERNAL INFANT HEALTH PROGRAM (MIHP) -</u><br>Maternal client folders (including, but not limited to assessments, consent, care plans, discharge summary, referral forms)   | Upon discharge from service.                            | 7 years after last service or until client is age 25 whichever is longer.   |                                   |
| 27.2  | Infant client folders (including, but not limited to, assessments, consent, careplans, discharge summary, referral forms, etc.  | Upon discharge from service.                            | Until the client reaches the age of 25.   |                                   |
| 28.1  | <u>MCH</u><br>Client folders (including, but not limited to, assessments, consent, careplans, discharge summary, referral forms, etc.   | Upon discharge from service                             | Until the client reaches the age of 25.   |                                   |
| 29.1<br>29.2<br>29.3  | <u>VITAL RECORDS</u><br>Birth Abstracts<br>Copies of Birth Certificates<br>Death Abstracts  | Not Applicable  | 1 month or when no longer useful.   |                                   |
| 30.1  | <u>TOUCHING LIVES OF CHILDREN PROGRAM</u><br>Client Folders (including, but not limited to assessments, consent, careplans, discharge summary, referral forms, pre & post service surveys)  | Upon discharge from service.                            | 6 years after last service or until client reaches age 25, whichever is longer.   |                                   |
| 30.2  | Program Progress Reports  | Not Applicable  | 3 years after the end of the fiscal year in which it was completed.   |                                   |
| 31.1<br>31.2<br>31.3<br>31.4  | <u>MEDICAID ELIGIBILITY</u><br>MICHild/Healthy Kids Client Folder (includes, but not limited to MICHild/Health Kids Application DCH0373D, all items needed for verification, DHS Determination Letter)<br>MOMS-Guarantee of Payment for Pregnancy Related Services MSA1132<br>MOMS - Enrollment Form - MSA1142<br>MOMS - Informed Consent - MSA1134   | Upon discharge from service.                            | 6 years after last service  |                                   |
| 31.5  | MICHild/Medicaid Outreach Notification  | On October 1, all                                       | 1 year after the end of fiscal  |                                   |



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|----------|--|---|--|-----------------------------------|
| 31.6     | Enrollment Report  | of previous fiscal  | year in which it was   |                                   |
| 31.7     | Medicaid Determination Log   | year  | generated.   |                                   |
| 32.1     | <u>WIC</u><br>WIC Dual Participation Report: P-16107; P11046   | Not applicable  | 3 years plus 150 days after  |                                   |
| 32.2     | Focus HOPE/CSFP Report P11044; P16196, P16198  |   | end of fiscal year when  |                                   |
| 32.3     | Automated Coupon Issuance Register: P-16276; P11077  |   | active. Must be destroyed in   |                                   |
| 32.4     | Manual Coupon Issuance Register P11141; H277   |   | confidential manner. (Policy   |                                   |
| 32.5     | Family Number Assignment Log P-16950, P16517   |   | 1.10)  |                                   |
| 32.6     | Hope/WIC Dual Participation Report H-276   |   |  |                                   |
| 32.7     | Damaged/Lost/Stolen "Coupon Report" - H773   |   |  |                                   |
| 32.8     | Batch Control Worksheet H-762  |   |  |                                   |
| 32.9     | Automated Coupons P16273   |   |  |                                   |
| 32.10    | Proxy ID Card H770   |   |  |                                   |
| 32.11    | Coupon Inventory Control Log H-802   |   |  |                                   |
| 32.12    | Coupon Copies: H-767   | Not applicable  | 9 months from date   |                                   |
|          |  |   | participant received the   |                                   |
|          |  |   | coupon. (Policy 8.04)  |                                   |
| 32.13    | Client records/Participant records - Including, but not limited to:<br>--Income determination<br>--Nutrition care plans<br>--CDE/worksheet copies<br>--Dietary questionnaire/evaluation forms<br>--Fair hearing records<br>--Child abuse and neglect reports<br>--Health history forms<br>--Notification of termination or ineligibility<br>--Nutrition education and referrals<br>--Lab Results | Upon termination of service.                                  | 3 years plus 150 days after end of fiscal year active. Must be destroyed in confidential manner. (Policy 1.10) Approval from MDCH to be obtained before destroying any client/participant records (letter will be issued each March. |                                   |
| 32.14    | Numeric Listing Report: P-16102  | Not applicable  | End of fiscal year or when   |                                   |
| 32.15    | Alphabetical Listing Report: P-16505   |   | no longer useful,  |                                   |
| 32.16    | Subsequent Certification Due Listing Report: P-16102   |   | confidential destruction   |                                   |
| 32.17    | Update Transaction Register: P-16504   |   | method required. (Policy   |                                   |
| 32.18    | Edit Reports: P-16193  |   | 1.10)  |                                   |
| 32.19    | Participant Profile Report: P-16191  |   |  |                                   |
| 32.20    | Participants Not issued Coupons Report: P-16675  |   |  |                                   |
| 32.21    | Racial/Ethnic Participation & Enrollment Report: P-16110   | Not applicable  | End of fiscal year or  |                                   |
| 32.22    | Participant Enrollment by Priority Report: P-16111   |   | when no longer useful,   |                                   |
| 32.23    | Participant Record keeping Priority Status Participation by WIC Code-Initial Report: P-16114   |   | confidential destruction   |                                   |
| 32.24    | Migrant participation Report.Closeout: P-16112   |   | method not required (Policy  |                                   |
| 32.25    | Participation & Enrollment by Priority Report: P-16115   |   | 1.10)  |                                   |
| 32.26    | Racial/Ethnic Participation & Enrollment Reports: P-16116  |   |  |                                   |
| 32.27    | Vendor Number Listing Report: P-16411  |   |  |                                   |
| 32.28    | Participant Record keeping by zip code and local agency P-16186  |   |  |                                   |
| 32.29    | WIC/Immunization report- referral codes P16830   |   |  |                                   |
| 32.30    | Voter Registration Form/#NSP-938B  | Upon termination of service or completion of Retention Period | 2 years  |                                   |

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|------------------------------|--|---|---|-----------------------------|
| 33.1<br>33.2                 | <u>CSHCS - CHILDREN'S SPECIAL HEALTH CARE SERVICES PROGRAM</u><br>Client folders (including, but not limited to: Family/client data sheet, assessment, referrals, care plans, medical reports, narrative, physician orders, lab report)<br>Diagnostics | Upon discharge from service.  | 7 years after termination of service.   |                             |
| 33.3                         | Denial of Eligibility or Services declined by family.  | Upon determination of ineligibility or decline of service.  | 7 years after termination of service.   |                             |
| 34.1<br>34.2                 | <u>VISION</u><br>Preschool Vision Screening Room Summary Form: H-114<br>School Vision Screening Room Summary DCH 0503  | On January 1, all of previous fiscal year.  | 7 years after last service. This is to accommodate children needing retesting over a span of two school years, visually impaired children, etc. |                             |
| 34.3                         | Quarterly Vision Screening Report - Batch Sheet DCH 0605   | On January 1, all of previous fiscal year.  | 1 year after end of school year.  |                             |
| 34.4<br>34.5<br>34.7         | School Age Post-Pilot Screening & DCH 0935<br>Preschool Post Pilot Screening Card DCH 0934<br>Doctor's Vision School - DCH0379   | On January 1, all of previous fiscal year.  | 2 years after last service.   |                             |
| 35.1<br>35.2<br>35.3<br>35.4 | <u>HEARING</u><br>Report of Hearing Evaluation & Report to School: H-114/<br>DCH0525<br>Report of Hearing Evaluation - Preschool H-114P<br>Quarterly Hearing Screening Report - Batch Sheet DCH-604<br>Screening Report/audiogram H-611                | On January 1, all of previous fiscal year except children referred for medical evaluation. Children referred for medical evaluation must be maintained as active until 2 normal audiograms obtained consecutively, typically within 18 month interim. Hearing impaired child will be maintained as active until age 21 years and then placed in inactive for 7 yr limitation. | 7 years after last service or inactivation.   |                             |
| 36.1                         | <u>CHILDHOOD LEAD POISONING PREVENTION PROGRAM</u><br>Client Folders (including, but not limited to, client demographics service record, health assessment, growth chart, lab results, correspondence, referrals, environmental assessment)            | Upon discharge from service.  | Permanent   |                             |

# CERTIFIED RETENTION AND DISPOSAL SCHEDULE – TCHD 2007 Version

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|----------|--|---|--|-----------------------------------|
| 37.1     | <u>FAMILY PLANNING</u><br>Client folders (including, but not limited to narrative, physician orders, lab results, correspondence, client demographics, informed consent, method specific informed consent, pregnancy test, financial assessment, health exam, revisit records, medication log, problem log, waivers, referrals, referral refusals, etc.) | Upon discharge from service               | 10 years after last service or until client reaches age of 25, which ever is longer. |                                   |
| 37.2     | Mini Pregnancy folder (including, but not limited to pregnancy test, client demographics, financial assessment, etc.)  |   |  |                                   |
| 37.3     | Pap & Pathology Results  |   |  |                                   |
| 37.4     | STI/HIV Risk Assessment Form   | Not Applicable                            | Dispose of at end of clinic day.   |                                   |
| 38.1     | <u>ABSTINENCE</u><br>Club/Camp Agendas   | On October 1, all of previous fiscal year | 5 years  |                                   |
| 38.2     | Evaluation Forms   |   |  |                                   |
| 38.3     | Satisfaction Surveys   |   |  |                                   |
| 38.4     | Enrollment Forms   |   |  |                                   |
| 38.5     | Quarterly Narrative  |   |  |                                   |
| 38.6     | Report Form 1  |   |  |                                   |
| 38.7     | Report Form 2  |   |  |                                   |
| 38.8     | Report Form 3  |   |  |                                   |
| 38.9     | Year End Report  |   |  |                                   |
| 38.10    | Workplan   |   |  |                                   |
| 38.11    | Amended Workplan   |   |  |                                   |
|          | <u>BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP)</u>  | When no longer useful                     | 1 year after fiscal year in which it was created.                                    |                                   |
| 39.1     | Client reminder/recall list  |   |  |                                   |
| 39.2     | Client folder (including but not limited to health history, informed consent, clinicians orders, lab/diagnostic reports, etc.)   | 2 years after last date of service        | 10 years after last date of service  |                                   |
| 40.1     | <u>GERIATRIC</u><br>Client Folders (including, but not limited to referral form, initial assessment, visit information, return home visit information)   | 2 years after last date of service        | 6 years after last date of service   |                                   |
| 41.1     | <u>WISEWOMAN</u><br>Client records including but not limited to: Informed consent, Healthy Lifestyle Assessment, Health History, Screening form, Lifestyle counseling contact form (WWRx), Referral for diagnostic exam, Lifestyle contract, Lifestyle counseling contact form (SIM), Medical Care Case Management form, Lab results.                    | Upon discharge from service               | At least 7 years from the date of screening associated with the paperwork.           |                                   |
| 42.1     | <u>PUBLICATIONS/MEDIA</u><br>Agency Newsletters  | When new issue published                  | Permanent  |                                   |
| 42.2     | General Publications (Brochures, pamphlets, educational material created by local health department)   | When no longer needed                     | Permanent  |                                   |
| 42.3     | Press Release issued by local health department  |   |  |                                   |
| 42.4     | Photographs, films, videos (created by local health department)  | When no longer needed                     | 10 years after end of fiscal year in which it was created.                           |                                   |
| 42.5     | News Service Clippings   | When no longer needed                     | 5 years after end of fiscal year in which it was published.                          |                                   |
| 43.1     | <u>FOOD SERVICE FILES</u><br>Inspection Reports  | When Food Service                         | A minimum of 5 years or when Food Service  |                                   |

# CERTIFIED RETENTION AND DISPOSAL SCHEDULE – TCHD 2007 Version

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|--------------------------------------|--|--|--|-----------------------------------|
| 43.2<br>43.3<br>43.4<br>43.5         | License Applications<br>Licenses<br>Routine Food Service Correspondence<br>Temporary Food Licenses   | Establishment is closed.                   | Establishment is destroyed, then convert to non-food use and retain as applicable.   |                                   |
| 43.6<br>43.7<br>43.8                 | Legal Documents<br>Enforcement Actions<br>Routine Correspondence for Enforcement Actions   | When Food Service Establishment is closed. | At least 10 years, Until Food Service Establishment is destroyed unless litigation is pending then it is kept until litigation is resolved.                    |                                   |
| 43.9                                 | Construction Plans & Specs   | Not Applicable                             | Must be kept a minimum of 5 years but may be kept until structure is converted to a non-food service use, then retain according to non-food use as applicable. |                                   |
| 43.10                                | Permanently closed establishment   | Not Applicable                             | 3 years  |                                   |
| 44.1<br>44.2<br>44.3<br>44.4<br>44.5 | <u>SEWAGE DISPOSAL PROGRAM</u><br>Permits<br>Applications (Permit issued), including township verification of parcel and variation request form<br>Wetland Determination (Permit issued)<br>Sewage Disposal Information<br>Use of Existing System – Application & Approval | Not Applicable                             | Permanent<br>Destroy if structure is connected to municipal sanitary sewer and system is abandoned.  |                                   |
| 44.6<br>44.7                         | Application (No Permit issued), including township verification of parcels and variation request form.<br>Wetland Determination (No Permit issued)   | Once Reviewed                              | 1 year   |                                   |
| 44.8<br>44.9                         | Routine Correspondence<br>Enforcement Correspondence   | Not Applicable                             | 10 years   |                                   |
| 44.10<br>44.11                       | Usage Permit<br>Requested Evaluation   | Not Applicable                             | 1 year   |                                   |
| 45.1<br>45.2<br>45.3<br>45.4         | <u>PUBLIC SWIMMING POOLS</u><br>Inspection Reports<br>Licenses<br>Routine Correspondence<br>Operation Reports  | Not Applicable                             | 5 years  |                                   |
| 45.5                                 | Water Sample Results Log Form  | Not Applicable                             | Until pool is dissembled   |                                   |
| 46.1<br>46.2<br>46.3<br>46.4         | <u>NON-COMMUNITY WATER SUPPLY (TYPE II)</u><br>Sanitary Surveys<br>Enforcement Letters<br>Other Contaminants<br>Vulnerability Assessments  | Not Applicable                             | 12 years   |                                   |
| 46.5                                 | Routine Correspondence   | Not Applicable                             | 5 years  |                                   |
| 46.6                                 | Variance/Exemptions  | Not Applicable                             | 5 years after expiration   |                                   |
| 46.7                                 | Monitoring Frequency Decision  | Not Applicable                             | 5 years  |                                   |
| 46.8<br>46.9<br>46.10                | Legal Documents<br>Water Sample Results Log Form-Microbiology<br>Permits   | Not Applicable                             | Must be kept a minimum of 5 yrs. but may be retained until the Type II water supply is removed from service or Type II   |                                   |

# CERTIFIED RETENTION AND DISPOSAL SCHEDULE – TCHD 2007 Version

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|----------|---|------------------------------------|--|-----------------------------------|
|          |   |                                    | classification is removed.   |                                   |
| 46.11    | Water Sample Result Form  | Not Applicable                     | 1 year   |                                   |
| 46.12    | Municipal Water Sample Results  |                                    |  |                                   |
|          | <u>PRIVATE WATER SUPPLIES</u>   | Not Applicable                     | Permanent, however may be destroyed 5 yrs. After the establishment is connected to a municipal water supply and/or is abandoned. |                                   |
| 47.1     | Well & Pump Record  |                                    |  |                                   |
| 47.2     | Permits   |                                    |  |                                   |
| 47.3     | Water Supply Information  |                                    |  |                                   |
| 47.4     | Application (Permit Issued)   |                                    |  |                                   |
| 47.5     | Water Sample Results  | Not Applicable                     | 1 year   |                                   |
| 47.6     | Well Drillers and Pump Installers Licenses  |                                    |  |                                   |
| 47.7     | Usage Permit  |                                    |  |                                   |
| 47.8     | Requested Evaluation  |                                    |  |                                   |
| 47.9     | Application (No permit issued)  |                                    |  |                                   |
| 47.10    | Routine Correspondence  | Not Applicable                     | 5 years  |                                   |
| 47.11    | Enforcement Correspondence  |                                    |  |                                   |
|          | <u>CEMETERIES</u>   | Not Applicable                     | Permanent  |                                   |
| 48.1     | All documents   |                                    |  |                                   |
|          | <u>CAMPGROUNDS</u>  | Not Applicable                     | 3 years (May be destroyed sooner if campground is disassembled.  |                                   |
| 49.1     | Inspection Reports  |                                    |  |                                   |
| 49.2     | Licenses  |                                    |  |                                   |
| 49.3     | Routine Campground Correspondence   |                                    |  |                                   |
| 49.4     | Construction Permits  | Not Applicable                     | Until campground is disassembled.  |                                   |
| 49.5     | Plumbing Approvals  |                                    |  |                                   |
| 49.6     | Electrical Approvals  |                                    |  |                                   |
| 49.7     | Enforcement Actions   |                                    |  |                                   |
| 49.8     | Water Sample Results Log Form   |                                    |  |                                   |
|          | <u>MOBILE HOME PARKS</u>  | Not Applicable                     | 3 years (May be destroyed sooner if mobile home park disassembled)   |                                   |
| 50.1     | Inspection Reports  |                                    |  |                                   |
| 50.2     | Licenses  |                                    |  |                                   |
| 50.3     | Routine Mobile Home Parks Correspondence  |                                    |  |                                   |
| 50.4     | Construction Permits  | Not Applicable                     | Until the mobile home park is disassembled.  |                                   |
| 50.5     | Plumbing Approvals  |                                    |  |                                   |
| 50.6     | Electrical Approvals  |                                    |  |                                   |
| 50.7     | Enforcement Action  |                                    |  |                                   |
| 50.8     | Water Sample Results Log Form   |                                    |  |                                   |
|          | <u>SUBDIVISIONS AND SITE CONDOMINIUMS</u>   | Not Applicable                     | Permanent  |                                   |
| 51.1     | All Documents   |                                    |  |                                   |
|          | <u>SEPTAGE PUMPERS</u>  | Not Applicable                     | 3 year   |                                   |
| 52.1     | Licenses  |                                    |  |                                   |
| 53.2     | Inspection Reports  |                                    |  |                                   |
| 52.3     | Septage Correspondence  |                                    |  |                                   |
|          | <u>SOLID WASTE (Program Discontinued 1989)</u>  | Program Closure                    | Permanent  |                                   |
| 53.1     | Inspection Reports  |                                    |  |                                   |
| 53.2     | Licenses  |                                    |  |                                   |
| 53.3     | Enforcement Action  |                                    |  |                                   |
| 53.4     | Monitoring Well Results   |                                    |  |                                   |
| 53.5     | Quarterly Reports   |                                    |  |                                   |
|          | <u>D.H.S. FACILITIES</u>  | Not Applicable                     | 3 years  |                                   |
| 54.1     | Inspection Reports  |                                    |  |                                   |
| 54.2     | Routine Correspondence  |                                    |  |                                   |
| 54.3     | Water Sample Results  |                                    |  |                                   |

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|----------|---|---|--|-----------------------------------|
| 54.4     | Enforcement Action  | Not Applicable                                  | Permanent  |                                   |
| 54.5     | Plans for DHS Facilities  |   |  |                                   |
| 55.1     | <u>PLANS</u><br>All Programs  | Not Applicable                                  | Permanent<br>Destroy if structure or<br>property is<br>converted to another use.   |                                   |
| 56.1     | <u>WATER/SEWAGE EVALUATIONS</u><br>All Documents  | Not Applicable                                  | 3 years  |                                   |
| 57.1     | <u>COMPLAINTS</u><br>All Documents  | When complaint is<br>resolved                   | 5 years  |                                   |
| 58.1     | <u>SEWAGE CONTRACTORS</u><br>Registration Forms   | Not Applicable                                  | 3 years  |                                   |
| 58.2     | Enforcement Action  |   |  |                                   |
| 59.1     | <u>RAW LAND</u><br>Raw Land Evaluation  | Not Applicable                                  | 3 years  |                                   |
| 60.1     | <u>BIOTERRORISM/EMERGENCY PREPAREDNESS</u><br>Emergency Preparedness Workplans (including online<br>inventory assessments)  | Not Applicable                                  | For the 5 year life cycle of<br>the federal cooperative<br>agreement, plus three years<br>for audit purposes                     |                                   |
| 60.2     | Quarterly Progress Reports  |   |  |                                   |
| 60.3     | MPHI Quarterly assessment   |   |  |                                   |
| 60.4     | Log for Education and Training  |   |  |                                   |
| 60.5     | After Action Report/Corrective action   |   |  |                                   |
| 60.6     | Minutes of Meetings   |   |  |                                   |
| 60.7     | Logs for HAN alerts   |   |  |                                   |
| 60.8     | Logs for Emergency Phone tree   |   |  |                                   |
| 60.9     | Logs for firewall testing   |   |  |                                   |
| 60.10    | Risk Communication Records/Plans  |   |  |                                   |
| 60.11    | Public Health Planning Records (i.e. Public Health Response<br>Team List)   |   |  |                                   |
| 61.1     | <u>OUTREACH</u><br>Medicaid Outreach Report   | Not Applicable                                  | Until audit completed  |                                   |
| 62.1     | <u>TOBACCO</u><br>Annual Workplan   | On October 1, all<br>of previous fiscal<br>year | 3 years after the end of the<br>fiscal year  |                                   |
| 62.2     | Quarterly Reports   |   |  |                                   |
| 62.3     | Site Visits   |   |  |                                   |
| 63.1     | <u>MISCELLANEOUS FORMS</u><br>Hazard Material Safety Data Sheets  | When no longer<br>used                          | 30 years after date when<br>MSDS sheet is no longer<br>used.   |                                   |
| 64.1     | <u>HIPAA</u><br>Request for Access to Protected Health Information  | Not Applicable                                  | 6 years after the end of the<br>fiscal year in which the<br>document was created or<br>was last in effect, whichever<br>is later |                                   |
| 64.2     | Determination of Request for Access/Copy of Protected Health<br>Information   |   |  |                                   |
| 64.3     | Request for Review of Denial of Access to Protected Health<br>Information   |   |  |                                   |
| 64.4     | Documentation of Access/Copy of Protected Health<br>Information   |   |  |                                   |
| 64.5     | Request Form for Accounting of Disclosures of Personal<br>Health Information  |   |  |                                   |
| 64.6     | Documentation of Oral Request by Health Oversight Agency<br>or Law Enforcement Official for the Withholding Information<br>from an Accounting of Disclosures  |   |  |                                   |
| 64.7     | Documentation of Accounting of Disclosures of Protected   |   |  |                                   |

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|--|---|---|---|-----------------------------------|
| 64.8<br>64.9<br>64.10<br>64.11<br>64.12<br>64.13<br>64.14<br>64.15<br>64.16<br>64.17<br>64.18<br>64.19<br>64.20<br>64.21<br>64.22<br>64.23<br>64.24<br>64.25<br>64.26<br>64.27<br>64.28<br>64.29<br>64.30<br>64.31<br>64.32<br>64.33<br>64.34<br>64.35 | Health Information<br>Notification of Extension of Response to Request for<br>Accounting of Disclosure of Protected Health Information<br>Request to Make Amendment to Protected Health Information<br>Notification of Extension of Response to Request to Make<br>Amendment to Protected Health Information<br>Acceptance of Request for Amendment<br>Authorization to Release Medical Information<br>Denial of Request to Make Amendment to Protected Health<br>Information<br>Request for Attachment of Documentation to Future Protected<br>Health Information Release<br>Client's Statement of Disagreement with a Denial of<br>Amendment of Protected Health Information<br>Revocation Form for an Authorization for the Use or<br>Disclosure of Protected Health Information<br>Business Associate Agreement<br>HIPAA Business Associate Contract Legal Review<br>Privacy Complaint Form<br>Privacy Complaint Investigation Summary<br>Data Use Agreement<br>Microsoft Windows Audit Log<br>Firewall Audit Log<br>CMHC Audit Log<br>Audit Log<br>HIPAA Compliance Disclosure Checklist for Minimum PHI<br>Disclosure<br>Minimum Necessary Protected Health Information Needed by<br>HCHD Workforce<br>Notice of Privacy Practice<br>Patient Acknowledgement and Consent Form<br>Request for Additional Restrictions on the Use and Disclosure<br>of Protected Health Information by Individuals<br>Request for Termination of Additional Restrictions on the Use<br>and Disclosure of Protected Health Information by Individuals<br>Confidential Communications Request Form<br>Facility Security-Related Maintenance<br>Security Incident Contact List<br>Security Incident Report |   |   |                                   |
| 65.1<br>65.2<br>65.3<br>65.4<br>65.5<br>65.6<br>65.7<br>65.8<br>65.9<br>65.10<br>65.11<br>65.12<br>65.13   | THUMB STEPS UP<br>Consent form – Social Marketing – Adult<br>Consent form – Social Marketing – Youth<br>Community Presentation Pre-Survey<br>Community Presentation – Post-Survey<br>Outreach Rights and Consent form<br>Satisfaction Survey – Post Outreach<br>Grocery Store/Restaurant Registration form<br>Grocer Assessment Tool - Pre/Post<br>Sit Down Restaurant Assessment Tool – Pre/Post<br>Fast Food Restaurant Assessment Tool – Pre/Post<br>Promoting Active Communities Assessment Tool – Pre/Post<br>Registration forms – Physical Activity – Adult<br>Confidentiality Statement with PAR-Q and consent   | On October 1, all<br>of previous fiscal<br>year | 5 years after the end of the<br>fiscal year |                                   |

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|--|--|--|--|-----------------------------------|
| 65.14<br>65.15<br>65.16<br>65.17<br>65.18<br>65.19           | Health Risk Appraisal – Pre/Post<br>Satisfaction Survey – Adult – Post<br>Consent forms – Youth Organization<br>Youth Consent and Confidentiality Statement<br>Participation form – Physical Activity Youth<br>Satisfaction Survey - Youth – Pre/Post  |  |  |                                   |
| 66.1   | <u>EARLY-ON/PART H [Discontinued 6/07]</u><br>Client Folders (including, but not limited to IFSP - Initial, IFSP Interim, IFSP - Annual, Release of Information with Informed Consent for IFSP, Referral Form, IFSP Review Form (6 month) Nursing Narrative, Ages & Stages Questionnaire).   | Upon discharge from service                | Transfer originals to the TISD when folder becomes inactive.<br>All copies of originals sent to TISD will be kept 5 years from date of last service. |                                   |
| 67.1   | <u>MARCH OF DIMES MATERNAL CHILD PROGRAM</u><br>Client Folders (including, but not limited to assessments, consent, careplans, discharge summary, referral forms) (Last used 12/00)  | Upon discharge from service                | 6 years after last service or until client reaches age 25; whichever is longer.  |                                   |
| 68.1<br>68.2<br>68.3<br>68.4<br>68.5<br>68.6<br>68.7<br>68.8 | <u>RESIDENTIAL FIRE INSTALLATION PROTECTION PLAN (Program discontinued 9/00)</u><br>Installation Referrals<br>Installation Education Logs<br>Fire Incident Reports<br>Reimbursement Vouchers<br>Installation Survey<br>Installation Evaluation Follow up<br>Semi-Annual Reports<br>Annual Reports  | On October 1, all of previous fiscal year. | 12 years after installation  |                                   |
| 68.9<br>68.10<br>68.11<br>68.12<br>68.13                     | School Survey<br>Home Surveys/Client Surveys<br>Lab Log/Referral<br>Minutes<br>Training Records  | On October 1, all of previous fiscal year. | 3 years after termination of program.  |                                   |
| 69.1<br>69.2   | <u>JAIL HEALTH (Last used 12/99)</u><br>Client Folders (including, but not limited to problem list, progress notes, health screening, health history, client data sheet, informed consent form, statement of release, prescriptions, release of information, sick call slip, lab & x-ray results, inmate medical form, record of service)<br>Request for Medical Attention | Upon discharge from service.               | 12 years after discharge from service.   |                                   |
| 70.1   | <u>PRENATAL CLINIC (Last used 12/99)</u><br>Client Folder (including, but not limited to health history, informed consent, clinician orders, lab/diagnostic reports, etc.)   | Upon discharge from service.               | 25 years   |                                   |
|  | Revision 8/07  |  |  |                                   |

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**GENERAL SCHEDULE #22 –Veterans Trust Fund**

This Retention and Disposal Schedule covers records that are commonly used by counties to administer the **Veterans Trust Fund**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people.

We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

*Anne-Marie Dutcher*

Anne Marie Dutcher, Director  
Department of Military and Veterans Affairs, Veterans Trust Fund

*4 OCT 07*

(Date)

*Debra Gearhart*

Debra Gearhart, Director  
Department of History, Arts and Libraries, Records Management Services

*9/7/07*

(Date)

*Mark Harvey*

Mark Harvey, State Archivist  
Department of History, Arts and Libraries, Archives of Michigan

*10/26/07*

(Date)

State Administrative Board

(Date)

**GENERAL RETENTION SCHEDULE #22  
VETERANS TRUST FUND  
INTRODUCTION**

**Public Records**

The Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

**Retention and Disposal Schedules**

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as Veteran’s Trust Fund records. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

**Unofficial Documents**

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at [http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_GS1\\_local\\_110758\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_GS1_local_110758_7.pdf)).

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## **Record Maintenance**

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media.

Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

## **Suspending Destruction**

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases, backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

## **HAL Can Help!**

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website

<http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

**Note: County Veterans Affairs records are listed separately on General Schedule #21.**

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**General Retention Schedule #22**  
**Veterans Trust Fund**

| Item | Series Title and Description  | Total Retention |
|------|---|-----------------|
| 101  | <u>Veterans Trust Fund Correspondence</u>   | CR+2            |
|      | This correspondence is received from the State Board of Trustees and pertains to policy or housekeeping issues. It does not pertain to a specific client. This correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages.  |                 |
| 102  | <u>Transitory Correspondence</u>  | CR+30 days      |
|      | Transitory correspondence is any form of written communication with a short-term interest that has no documentary value and need not be retained more than 30 days. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <b>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</b> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records. |                 |
| 103  | <u>Meeting Records</u>  | CR+7            |
|      | These records document the quarterly or annual meetings of the County Veterans Trust Fund Committee. They may include meeting minutes, agendas, adjudication decisions and distribution materials, etc. Originals are sent to the State Board of Trustees for permanent preservation, and the copies are retained by the county for 7 years.  |                 |
| 104  | <u>Committee Member Files</u>   | ACT             |
|      | These files contain appointment letters from the State Board of Trustees for members to serve on the County Veterans Trust Fund Committee. ACT = while the member is serving on the committee.  |                 |
| 105  | <u>Budget</u>   | FY+7            |
|      | These records are received from the State Board of Trustees. They document the amount of money that is appropriated for each account/line item for each fiscal year. They may include annual notices, quarterly and special allotments, receipts from the county treasurer, etc.  |                 |

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TRUST FUND

CR = Creation Date

ACT = Active

FY = Fiscal Year

**General Retention Schedule #22  
Veterans Trust Fund**

| <b>Item<br/>Number</b> | <b>Series Title and Description</b>  | <b>Total<br/>Retention</b> |
|------------------------|--|----------------------------|
| 106                    | <u>Emergency Grant Fund Applications</u><br><br>Temporary assistance granted by the Michigan Veterans Trust Fund (MVTF) for emergencies or hardships is available to eligible wartime veterans, and their families, residing in the state. Under the authority of Public Act 9 of 1946 (as amended), the MVTF cannot provide assistance for long-term problems or chronic financial difficulties. Those eligible for the MVTF temporary grant program must apply through the MVTF county committee serving their county of residence. All applications are investigated, deliberated, and decided in confidence. Any applicant may request a personal hearing before the county committee at the meeting when his/her application is considered. If the county committee denies an application every applicant has the right to appeal that decision to the MVTF Board of Trustees (with the opportunity to appear before the board to present information and answer questions.) The MVTF does not provide loans under the temporary assistance program. These records include applications and supporting documentation. Copies are sent to the State Board of Trustees. | FY+7                       |
| 107                    | <u>Vouchers</u><br><br>These vouchers document payments for emergency grants and operational funds.  | FY+7                       |
| 108                    | <u>Ledgers and Bank Statements</u><br><br>These records document incoming and outgoing funds for each account or line item.  | FY+7                       |

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TRUST FUND



STATE OF MICHIGAN RECORDS MANAGEMENT  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES  
 MICHIGAN HISTORICAL CENTER  
 RECORDS MANAGEMENT SERVICES

64/LBFTA

|  |  |
|--|--|
| DEPARTMENT<br>Labor and Economic Growth                | DIVISION<br>Land Bank Fast Track Authority |
| SIGNED: AGENCY REPRESENTATIVE<br><i>Denise M. Toms</i> | TITLE<br>EXECUTIVE DIRECTOR                |
| DATE<br>7/11/2007                                      |  |

| APPROVALS (Signatures)  |                |  |                 |
|---|----------------|--|-----------------|
| NO OBJECTION TO DISPOSAL AND/OR RETENTION AS SET FORTH IN THIS SCHEDULE   |                |  |                 |
| The records described herein are deemed necessary:<br>(1) for the continued effective operation of this agency;<br>(2) to constitute an adequate and proper recording of its activities; and<br>(3) to protect the legal rights of the government of the State of Michigan and of the people.<br>This retention and disposal schedule meets the administrative, legal and fiscal requirements of this agency. |                |  |                 |
| PREPARER<br><i>[Signature]</i>  | DATE<br>7/9/07 | MICHIGAN HISTORICAL CENTER<br><i>[Signature]</i> | DATE<br>7/7/07  |
| RECORDS MANAGEMENT SERVICES<br><i>[Signature]</i>   | DATE<br>7/9/07 | ASSISTANT ATTORNEY GENERAL<br><i>[Signature]</i> | DATE<br>10/5/07 |
| STATE ADMINISTRATIVE BOARD<br><i>[Signature]</i>  | DATE<br>7/9/07 | AUDITOR GENERAL<br><i>[Signature]</i>            | DATE<br>10/5/07 |

**State of Michigan**  
**Department of History, Arts and Libraries - Records Management**  
**Records Retention and Disposal Schedule**

DeptCode      DeptName  
/64/LBFTA/      *Land Bank Fast Track Authority*

| Item Number | Series Title | Agency<br>Retention | Total<br>Retention | State                                 |
|-------------|--------------|---------------------|--------------------|---------------------------------------|
|             |              |                     |                    | Administrative Board<br>Approval Date |

**0.INTRO -**

The Land Bank Fast Track Authority was created as a result of Public Act 258 of 2003 to allow properties that have reverted to state ownership due to failure to pay taxes to move through an expedited title clearing process. The act enables the authority to own, accept and hold property through gift, transfer and conveyance. It also allows the authority to manage, sell, exchange, lease, option, renovate, develop and demolish properties in it's inventory. The authority may dispose of property in a manner and for an amount of consideration that is proper, fair, valuable and in the best interest of the community. The authority may borrow money, issue bonds, solicit grants and retain proceeds it receives from the sale or rental of property in order to execute it's responsibilities.

**35388 -      Property Inventory files      ACT      ACT+10**

These records document the acquisition and disposition of property acquired by the Land Bank Fast Track Authority under the provisions of P.A. 258 of 2003. Files may include but may not be limited to, quit claim deeds, warranty deeds, DNR transfer documentation, property related information obtained from the local government, agreements, land contracts, leases, options, assessments, appraisals, property conveyance applications, adjacent lot disposition applications, correspondence, etc. (ACT = final disposition of property)

ACT = Active

CR = Creation

EXP = Expiration

FY = Fiscal Year

SUP = Superseded

EVT = Event

DISP = Immediate Disposal

DeptCode      DeptName  
/64/LBFTA/      Land Bank Fast Track Authority

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| Item Number | Series Title | Agency<br>Retention | Total<br>Retention | State                                 |
|-------------|--------------|---------------------|--------------------|---------------------------------------|
|             |              |                     |                    | Administrative Board<br>Approval Date |

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35389 -      Intergovernmental Agreements      ACT      ACT+10

These agreements document certain local units of government as a legal entities authorized to exercise certain powers, duties, functions and responsibilities of and on behalf of the Michigan Land Bank Fast Track Authority. Powers, duties, functions and responsibilities may include but may not be limited to the acquisition, management and disposal of property. (ACT = termination of agreement and all assets and liabilities have been properly distributed to any successor entity or as otherwise specified in the agreement)

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|                  |               |                           |                  |
|------------------|---------------|---------------------------|------------------|
| ACT = Active     | CR = Creation | EXP = Expiration          | FY = Fiscal Year |
| SUP = Superseded | EVT = Event   | DISP = Immediate Disposal |                  |

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